



Emmanuel Christian Community School

ABN: 42 853 226 323

## DIRECT DEBIT REQUEST

### Customer's Details

I/We

Surname

Given Name

Address

Email Address (please write clearly)

authorise and request Ezidebit Pty Ltd CAN 096 902 813 (User ID No 342190, 342191, 428198), acting as Direct Debit Agent on instruction from **Emmanuel Christian Community School**, until further notice in writing, to arrange for my/our account or Credit Card (as described in the Schedule below) to be debited through the Bulk Electronic Clearing System (CS2) as specified below, provided that if no amount is specified, the account may be debited with any amounts which I/we must pay to the Debit User under the arrangements between me/us and the Debit User referred to below:

### The Schedule

Frequency

Annual  Quarterly  Monthly  Fortnightly  Weekly

Bank Account in the name(s) of:

*Note: Direct Debiting is not available on all accounts. If in doubt, please refer to your financial institution.*

Financial Institution Name

Branch

BSB (full six digits)

Account Number

OR

Visa/MasterCard in the name of:

Card Number (16 digits)

Visa

Mastercard

Expiry Date

### ACKNOWLEDGEMENT

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Emmanuel Christian Community School.

Customer's Signature

Date

Customer's Signature

Dat



# Emmanuel Christian Community School

## Instructions to request for Direct Debit payment option.

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1. Please complete and sign this Direct Debit Request form ensuring that the account or card details are correct. If the bank account requires 2 (or more) signatories then all signatories will need to sign this form.
2. Submit on or before **15th January** in person to the Casserley Admin Office or email a scanned copy to [schoolfees@eccs.wa.edu.au](mailto:schoolfees@eccs.wa.edu.au).

**Q:** How many payments need to be made?

**A:** Payments will be deducted from the first Friday of February. You may choose:

- Weekly (46 payments, February through to mid-December)
- Fortnightly (23 payments, February through to mid-December)
- Monthly (11 payments, February through to December)
- Quarterly (4 payments, Feb/May/Aug/Nov)
- Annual (1 payment, February)

**Q:** Do I need to specify an amount on the direct debit form?

**A:** No. All you need to do is select the frequency of your Direct Debit, complete your bank account OR credit card details and sign the form. We will calculate your instalment amount based on your selected frequency and outstanding balance.

**Q:** Will there be additional costs to the parents?

**A:** No, there will be no additional costs to the parents. Your bank may charge you dishonour fee due to insufficient fund.

**Q:** My fees will change. Do I need to sign a new form?

**A:** No. Your future instalment payments will be adjusted every time your fees balance changes.

**Q:** I want to change the frequency of my payments. Do I need to sign a new form?

**A:** Yes. If you would like to change the frequency of your payments at any time, you need to sign a new form.

**Q:** I want to update my bank or card details. Do I need to sign a new form?

**A:** Yes. If you would like to update your bank or card details, you need to sign a new form.

### DDR SERVICE AGREEMENT (Ver 1.12)

**Please retain a copy for your records.** This Direct Debit Request Service Agreement (**Agreement**) forms part of the terms and conditions of your Direct Debit Request (**DDR**).

#### Debiting Your Account

1. By agreeing to the DDR you authorise Ezidebit Pty Ltd ACN 096 902 813 (Direct Debit User ID number 342190, 342191, 428198) referred to as **Ezidebit**) to make debits to your nominated account.
2. The debit will be processed on the next business day after the direct debit date if:
  - (a) a payment request is received by Ezidebit after Ezidebit's usual cut off time, being 3:00pm Qld time, Monday to Friday;
  - (b) there is a public or bank holiday on the day when the debit transaction is due to be processed or on any of the following days until the debit is processed.
3. You authorise Ezidebit to attempt to re-debit any unsuccessful payments. You will also be responsible for any fees and charges applied by your financial institution for each unsuccessful debit attempt together with any collection fees, including but not limited to any solicitor fees and/or collection agent fee as may be incurred by Ezidebit.
4. Ezidebit may charge you certain fees (including setup, variation, SMS or processing fees) where applicable under your debit arrangement.

#### Your Responsibilities

5. It is your responsibility to:
  - (a) Ensure that your nominated account can accept direct debits;
  - (b) Ensure that the details on the DDR are correct, and the bank account has been verified against a recent bank statement;
  - (c) Ensure that all authorised signatories nominated on the financial institution account to be debited authorise the DDR;
  - (d) Ensure that there are sufficient cleared funds in the nominated account, as a failed payment fee may be charged by Ezidebit if a debit is returned by your financial institution as unpaid;
  - (e) Advise immediately if the nominated account is transferred or closed or your account details change;
  - (f) Arrange a suitable payment method if Ezidebit or the Business cancels the drawing arrangements.

#### Cancelling or Changing Direct Debits

6. Subject to the terms and conditions of your agreement with the Business, you may cancel, alter or defer the debit arrangement by contacting the Business a reasonable time before the date that the drawing is to be made.
7. You authorised Ezidebit to vary the amount of the payments from time to time upon receiving instructions from the Business of a variation provided for within your agreement with the Business. In all other cases, changes to the amounts or dates of a series of direct debits require 14 days' prior notice.
8. If you believe that there has been an error in debiting your account, you should notify the Business as soon as possible. The Business will notify you of its determination and the amount of any adjustment that will be made to your nominated account (if any). Upon receiving instructions from the Business, Ezidebit will arrange for your financial institution to adjust your nominated account by the applicable amount (if any). Alternatively, you can also contact your financial institution.
9. You agree that Ezidebit will not be liable for any disputed transactions resulting from the supply or non-supply of goods and/or services by the Business and that all disputes will be directed to the Business (as Ezidebit is acting only as an agent for the Business).

#### Confidentiality

10. We will keep your account details and direct debit records confidential in accordance with Ezidebit's [Privacy Policy](#), except where the disclosure of certain information to your financial institution is necessary to enable us to act in accordance with your drawing arrangements. We may disclose the information in the event of an alleged incorrect or wrongful debit, in relation to a claim, or otherwise as required by law.